



### Employment Expense Details

Name \_\_\_\_\_  
Taxation year \_\_\_\_\_  
Employer's GST number \_\_\_\_\_

#### Expenses

Accounting and legal \_\_\_\_\_  
Advertising and promo \_\_\_\_\_  
Auto expenses \_\_\_\_\_  
*(See Auto expense form)*  
Meals and entertainment \_\_\_\_\_  
Lodging \_\_\_\_\_  
Parking \_\_\_\_\_  
Postage/stationery \_\_\_\_\_  
Other *(specify)* \_\_\_\_\_

#### Home office expenses (if eligible)

Utilities \_\_\_\_\_  
*(hydro, gas and water)*  
Maintenance \_\_\_\_\_  
House insurance \_\_\_\_\_  
*(commission employees only)*  
Property taxes \_\_\_\_\_  
*(commission and self employed only)*  
Rent *(if applicable)* \_\_\_\_\_  
Strata fees \_\_\_\_\_  
Garbage collection \_\_\_\_\_  
*(if paid separately)*  
Other (specify) \_\_\_\_\_

#### Square footage of house

Used for business \_\_\_\_\_  
Total square footage \_\_\_\_\_

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### **Tips for claiming home office expenses**

In order to claim expenses for using part of your home as a place of business, you must meet one of two tests:

1. your home office is your principal place of business; or
2. your home office is used exclusively for the purpose of earning income from business and is used on a regular and continuous basis for meeting clients, customers, or patients of your business

In order to claim expenses, you are required to have a completed T2200 signed by your employer

### **Note**

If you receive a taxable allowance, (auto or otherwise), to offset employment expenses, and your employer did not claim GST Input Tax Credits on the allowance, you may be eligible to receive the GST rebate. In this case we require your employer's GST number and signature on the completed form GST 370